



LEVITTOWN PUBLIC LIBRARY

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<http://www.levittownpl.org>

LEVITTOWN PUBLIC LIBRARY
Growing with Our Community

TRINA REED, DIRECTOR

Policy for the use of the Innovation Station

1. The residents of the Levittown School District and/or Levittown cardholders will have preference when using the Innovation Station and the equipment.
2. The Innovation Station may not be utilized to promote any product, service, business or pecuniary interests, whatsoever.
3. Patrons will schedule appointments with the Media Department to use the room and the equipment. Patrons will provide their name, telephone number, present a current, valid identification, and sign the liability form prior to use of the room and equipment.
4. Children under 12 must be accompanied by an adult (18 or older) at all times, upon Library's receipt of a valid liability waiver form executed by child's parent or legal guardian.
5. Appointments are for a 1 - 4 hour time period. One appointment per individual and/or group. Groups of 6 or more must call the Media Department at (516) 731-5728, ext. 229 for an appointment. Group appointments cannot be made online.
6. The room capacity is limited to 25 people.
7. Beverages and food are only permitted during library programs or approved meetings with prior permission.
8. The patron has 3 days to pick up their project. After 3 days, the project will be discarded. The Library is not responsible for production or storing of any project.
9. The MakerBot will be turned off a 1/2 hour before the closing of the Innovation Station. Printing cannot continue after the Innovation Station is closed. Therefore, incomplete projects will be terminated at the time of closing.

10. Any saved projects on the iMac's hard drive will be automatically deleted after a patron's session has ended. Patrons must save all work on their own external hard drive.
11. Printing cost: Black and white copies are 10 cents per page. Color copies are 50 cents per page.
12. Patrons should be familiar with the technology with assistance of library staff in order to use the equipment. All projects must be preapproved by library staff.
13. The cost of 3D printing is 50 cents per 1/2 hour of printing (pay in advance), with a limit of 4 hours per project.
14. Patrons must bring supplies for personal projects with the exception of the 3D printer, copy machines, and printers.
15. If you create a project and it is not completed to your satisfaction, there are no refunds or credits.
16. Patrons may not create materials that are illegal, harmful or dangerous, obscene, weapons, objects that can be conceived as weapons, or not appropriate.
17. The Innovation Station is designed for the use of specialized equipment and services fostering creativity.